

JOB OPPORTUNITY

Job Opportunity Bulletin: #05-137

Final Filing Date: Until Filled

Position:	Salary:	Location:
Accounting Technician Permanent, Full-time	\$2,465-\$2,998	Office of Statewide Health Planning and Development Administration Division-Accounting Services Section 1600 9 th Street, Room 450, Sacramento, CA 95814

General Statement:

Under close supervision of the Senior Accounting Officer Supervisor, the Accounting Technician will perform semi-professional accounting work in the maintenance of fiscal records. We are seeking a highly motivated individual with excellent interpersonal skills. If you are looking for a fast-paced, challenging team environment, we may be just right for you.

Duties:

- ❖ Perform daily system maintenance, review project cost records input by FDD staff and compare to the FPS invoices generated daily to determine if the project costs records are accurate. Research any identified project cost or invoicing errors to determine appropriate corrective measure.
- ❖ Maintain customer service relationship with hospitals and skilled nursing facilities in an effort to provide fiscal contact for project managers. Respond to hospital inquiries and coordinate efforts with FDD staff.
- ❖ Assist ISS in the continued development and design of enhancements, including management report to the Facilities Project Sub-System (FPS), and other systems to ensure FPS is developed to comply with Generally Accepted Accounting Principles.
- ❖ Provide backup to Accounting Technician responsible for payment activities related to airline and rental car invoices.

Desirable Qualifications:

In appraising experience, weight will be given to the following factors:

- ❖ Possess excellent organizational skills and attention to detail.
- ❖ Experience with Microsoft applications with an emphasis on Excel and Word.
- ❖ Excellent written, oral and interpersonal communication skills.
- ❖ Ability to handle multiple priorities and deadlines.
- ❖ Reflect the Mission and Values of OSHPD.

Who May Apply:

Applications will be accepted from individuals currently in this classification or who have list, transfer or reinstatement eligibility. Only the most qualified individuals will be interviewed. Appointments are subject to SROA policies.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHPD — Administration Division
Attention: Jacquie Hicks-Johnson (**Job #05-137**)
1600 9th Street, RM 450
Sacramento, CA 95814

For more information contact Jacquie Hicks-Johnson at:

Phone: (916) 654-3544, FAX: (916) 654-3200, E-mail: Jjohnson@osHPD.state.ca.us

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

